

Code of conduct

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1 Introduction

Being totally committed to the safety of its members, the Oxford University Yacht Club (OUYC) will operate so far as reasonably practicable, in accordance with the following document, its risk assessment, the Proctors' rules and current National Governing Body (NGB) guidelines.

2 Code of conduct for Oxford University Yacht Club (OUYC)

This is the Code of Conduct for Oxford University Yacht Club, OUYC. The Code of Conduct contains a general overview of OUYC safety Procedures and OUYC Safety Guidelines. See also Appendix A.

3 The national governing body

The National Governing Body (NGB) for the sport of sailing is the Royal Yachting Association (RYA):

Website: www.rya.org.uk

Address: RYA House
 Ensign Way
 Hamble
 SO31 4YA

Telephone: 02380627400

The OUYC is affiliated to the aforementioned governing body through the British Universities' Sailing Association (BUSA).

4 Affiliation to BUSA

OUYC's affiliation to BUSA, and hence the RYA is renewed at the beginning of every academic year. It is the responsibility of the Vice-Commodore and the Junior Treasurers to ensure that affiliation is paid on the due date of November 1st, and that any information on new or current 'Best Practice' is requested. A copy of the affiliation form should be provided to the area safety officer (SSO) as soon as the affiliation is renewed and where possible.

5 Committee & elections

The Club will elect and appoint as required a Junior Committee executive as prescribed in paragraph 12. (b) of the constitution:

12. (b) The Junior Committee executive shall be made up of the Vice Commodore, Rear Commodore Dinghy, Rear Commodore Yachting, Dinghy Treasurer, Yachting Treasurer (together, the "Office Holders"; and their offices are referred to as "the Offices"), Membership Secretary, Dinghy Captain, Captain of Yachting, the Senior Member and up to two other members.

The Junior Committee executive will be responsible for the duties detailed in the constitution. In addition to the Junior Committee executive, there exists a "Dinghy Committee" and a "Yachting Committee" who oversee the affairs of the appropriate arms of the club, as detailed in paragraph 13 of the constitution. The Junior Committee executive, along with the Dinghy Committee, the Yachting Committee and any appointed committee members form the Junior Committee.

Paragraph 9. of the constitution requires that elections for all roles on the junior committee, apart from captains, take place at an "Annual Ordinary Members' Meeting" which will take place during Trinity Full Term.

All committee members are required to attend Junior Committee meetings and any appropriate Yachting Committee or Dinghy Committee meetings. If they are to be absent, they should arrange for another committee member to deputise for them.

The make up of the Dinghy Committee and the Yachting Committee is specified in paragraphs 13. (a) and 13. (b) of the constitution:

13. (a) DINGHY COMMITTEE: The Dinghy Committee will consist of the Vice-Commodore, Rear-Commodore Dinghy, Dinghy Captain, Dinghy Treasurer, and up to 6 other members whose functions may include: Women's Captain, Events Secretary, Social Sailing Secretary, Bosun, Social Secretaries

13. (b) YACHTING COMMITTEE: The Yachting Committee will consist of the Vice-Commodore, Rear-Commodore Yachting, Captain of Yachting, Yachting Treasurer and up to six other members whose functions may include: Social-Secretary, Cruising Secretary, Training Secretary

5.1 Committee structure within the SportsFed framework

Section 12. (b) of the constitution explains how the roles of those on the Junior Committee map to those roles that SportsFed require a club to have. For the year 2021-2022 the vice-commodore will be the “president”, the yachting rear-commodore will be the “secretary”, and the dinghy treasurer will be the “treasurer”.

5.2 The incoming committee and SportsFed

The incoming Vice Commodore, Captain of Racing and Captain of Yachting will contact the Sports Federation SSO and make themselves aware of any changes to university regulations or guidelines that may affect the Club. The latest versions of the Club Code of Conduct and Club Risk Assessment will be supplied to the SSO at an agreed time (an event typically organised by the Sports Federation) and signed off as soon as possible.

6 Display of club documents

The latest agreed versions of the Code of Conduct, Risk Assessment and Constitution shall be available for members to view, on a page clearly labelled “club documents” on the club website (<https://ouyc.co.uk/about/documentation/>). These will be checked and approved each year by the incoming committee.

7 Activity registration

7.1 Membership

Every person participating in Club activities on the water must be a member of OUYC. In order to fulfil this requirement, a membership form must be completed (see Appendix B) and the relevant membership payment made. This applies to all the club’s sporting activities, including social sailing and cuppers events.

The membership secretary is responsible for keeping and updating membership records. Online storage and archiving of these records is permissible, if they are kept adequately secure and in accordance with GDPR.

7.2 Medical conditions

It is the responsibility of members taking part in club activities to bring to the attention of the activity organiser any known medical condition or previous injuries that may affect their or other club members’ safe participation within the sport. If the condition is of a sensitive nature, then the member may communicate via the SSO.

7.3 OUYC activities

OUYC activities for the dinghy section include dinghy sailing at Farmoor Reservoir, competing at other reservoirs in the country, the BUSA Team Racing Championships, and the Varsity Match.

Cuppers, held in Trinity term, shall be organised by the Events Secretary. The SSO has to be notified of the date. All participants must be aware of the risks associated with sailing and sign the declaration confirming they are competent to sail, as well as having completed the relevant membership documentation.

Activities for the Yachting Section typically involve yacht training and racing on the South Coast, regular yacht cruising trips in the UK and abroad and competing in the BUSA Yachting Nationals on the South Coast.

8 Specialist officers

The roles and responsibilities of the Junior Committee are laid in out in the constitution. These mainly involve managing the financial and administerial affairs of the Club.

8.1 Activity leaders

Activity leaders are members responsible for planning and managing activities at club events. An activity leader will be appointed for each activity, even if all the members are experienced participants. If novices are taking part in an activity, the activity leader must be present.

For dinghy squad sailing the activity leader will be the captain. For women's sailing the activity leader will be the women's captain. It is the responsibility of either of these to nominate an activity leader in their absence and make them aware of this section of the code of conduct. These roles do not require formal qualifications, but do require the leaders to organise the appropriate safety cover, and coaching where appropriate. The leaders should be proficient at sailing a dinghy.

For Social Sailing, the Social Sailing Secretary will appoint an activity leader for each session and ensure there is a member in attendance with at least an RYA Power Boat Level 2 certificate. This should usually be the activity leader. The Social Sailing Secretary will consult the captain if they have any questions about the suitability of a candidate.

For yachting, the activity leader will be the Captain of Yachting, the Cruising Secretary, or an appointed Skipper.

8.2 Responsibilities

The Activity Leader is responsible for:

- The safety of all activity participants.
- Ensuring that club policies and procedures are followed at all times
- Ensuring that participants are aware of the relevant parts of the RYA rules of sailing; local access agreements; and wildlife restrictions when in place.
- Providing the highest standard of leadership and instruction in all circumstances.
- Providing the SSO with a written report of any incident or "near miss" that occurs during a Club activity, within 24 hours of the completion of the activity. This should be filed with Club Secretary.

Note: The Activity Leader has the final say on all matters relating to the safety of the activity. Activity leaders should be made aware of this when agreeing to take on the role.

8.3 Experience

For dinghy sailing, all activity leaders must, at the absolute minimum, be able to sail to the standard required by the RYA's "Seamanship skills" certificate (though they do not necessarily have to hold this certificate). Ideally they should hold the RYA Powerboat level 2 certificate, and if sailing with novices the RYA dinghy instructor qualification.

For yacht sailing, all activity leaders must be able to sail to the standard required by the RYA's day skipper qualification. They, or someone taking part in the activity, should also hold a valid VHF SRC licence to operate.

Relevant experience should take precedence over level of formal qualification.

8.4 Protecting participants

8.4.1 Judgement of participants

Activity leaders should be aware that although participants are accepting a risk by taking part in organised activities, many lack the necessary experience to undertake a reliable risk assessment, and therefore rely on the activity leader's judgement. It should be remembered that participants are often in a new environment, and the activity leader cannot expect that things that appear "obvious" to them will be so to participants. Activity leaders have a "Duty of Care" for club members. See Appendix I.

8.4.2 Communication with participants

To ensure that participants are aware of their responsibilities, and the risks they are exposing themselves to activity leaders must:

- Issue written equipment lists to novices (for an example, see Appendix K)
- Ensure that all participants are aware of the nature of the activity
- Advise participants on their own ability level
- Brief and de-brief participants at the start and finish of each activity. See Appendix J.

The vice-commodore and rear-commodores will ensure activity leaders have the resources they need to do this

8.4.3 Disregard of an activity leader

The activity leader should remind participants that if they chose to disregard the advice and instructions given to them by the activity leader, that they may be putting themselves and others at risk and solely they are responsible for their actions.

9 Trip registration

Any extraordinary trip undertaken by OUYC should be registered with the SSO of the Sports Federation here: <http://www.sport.ox.ac.uk/travel>

The nature of the sport means that competitions and training events occur outside of Oxford. It has been agreed with the SSO (Trinity 2019) that our risk assessments cover these activities. Therefore, trips should be registered with SportsFed only when they are beyond usual training or competing practice (for example, the Doshisha Exchange, an extended yachting trip).

9.1 Required information

When registering a trip, the following information should be provided:

- Event name
- Organiser
- Activity leader
- First aider
- Dates and itinerary
- Transport
- Names and next of kin details for all participants.

All reasonable steps will be made to ensure that the information provided to the SSO is correct and up-to-date.

The Captain of Sailing, Captain of Yachting, Cruising Secretary, Skipper, or other activity leader will keep a copy of all information submitted to the SSO. This may be required by the emergency services in the event of an incident and should therefore be easily accessible.

9.2 Registration deadlines

The trip registration must be completed in advance of the trip and no later than:

- 1700 on the Thursday before if the trip is an extraordinary weekend trip outside of Oxford but within the UK.
- Six weeks before if the trip is an extraordinary trip outside of the UK,

The penalties for failing to adhere to the above requirements can result in restrictions on the Clubs ability to travel outside of Oxford.

9.3 Purpose of registration

The process of registration is designed to assist the Club in planning and running safe and high-quality activities. The SSO will always be available to provide advice and information when required. If SSO receives a Trip Registration Form for an activity that does not appear to follow the Club's Good Practice guidelines, the appropriate Captain will be required to discuss the proposed activity with the SSO, who will suggest appropriate changes. Activities which are not deemed safe can be cancelled by the SSO.

9.4 Crew registration and liability waiver

Those crew members involved in OUYC activities must complete a Membership Form (see appendix B). This form is required to be signed before going afloat in any craft. By signing the form, the participant confirms that they are aware of the risks associated with sailing and understands and accepts that Oxford University Yacht Club and their officers jointly and severally bear no responsibility for any loss, damage, injury or inconvenience to boats or persons howsoever arising during the racing or related activities (including training). They also acknowledges that they are jointly responsible for any damage done to the boat; in the case of the loss of a damage deposit being covered by OUYC, the participant agrees to pay any share of any damage deposit, equally split through the crew. They also agree to read the relevant risk assessments. See Appendix B and Appendix H.

10 Activity equipment

10.1 Club equipment and the bosuns

The club will appoint a bosun (the post may be shared) in line with the Club Constitution. The bosun is responsible for equipment owned and used by the dinghy section. The rear-commodore of Yachting is responsible for equipment owned and used by the yachting section. The vice-commodore is responsible for equipment shared by both sections of the club. These three committee members will be referred to as "the bosuns".

The bosuns are responsible for the security and maintenance of club property, including keeping track of club equipment. The bosuns are responsible for arranging loans of boats and other equipment. A loan agreement must be in place before club equipment is loaned out (see Appendix L).

10.2 Required equipment

Before taking to the water, members taking part in dinghy sailing activities must have or have been issued with:

- Appropriate clothing to go afloat in according to conditions. In cold weather this may mean a dry-suit or wetsuit is required.
- A 50N+ buoyancy aid, that fits correctly. This must be worn at all times when afloat.

- Adequate spare clothes.
- Anything else specified by the Sailing Instructions.

Before getting underway members taking part in yachting activities must have or have been issued with:

- Clothing to go afloat in; appropriate to conditions.
- A life jacket, that fits correctly. This must be worn when the skipper instructs a member to do so. Life jackets will normally be supplied by the vessel owner.
- Adequate spare clothes.
- Anything else specified by the Sailing Instructions.

Participants should be encouraged to be self-sufficient on activities and a kit list will be sent out prior to trips where it is felt necessary.

10.3 Equipment Check

The activity leader must ensure that all participants are suitably equipped before the activity starts. Members without the necessary equipment may not participate. The activity leader's checks should include both personal and Club equipment. They must advise novices on the safety equipment they will be required to carry, and physically check it is suitable, as they may not be sure themselves. When yachting the activity leader should carry out a formal safety briefing (see Appendix G).

11 Local regulations, laws and byelaws

Activities will always adhere to local regulations, laws and byelaws. When racing, sailing will be carried out according to the local sailing instructions and any advice given by race officials.

12 Club administration

The club will operate at all times in accordance with the Club Constitution, available at www.ouyc.co.uk/documentation or from the vice-commodore upon request.

12.1 Club records

Upon the election of a new Junior Committee the outgoing committee will ensure the incoming committee has all the relevant information required for the smooth operation of the club. The constitutional duties of each role and any other relevant advice will be included in a handover document for each role. This should be sent to both the relevant incoming committee member and the vice commodore to ease the transition process. It is advised that contact details for previous committee members are retained to ease the transition process.

12.2 Club complaints procedure

Members may raise a complaint about any issue, including:

- the safety of club activities
- poor standards of instruction or leadership
- the standard of equipment used for club activities
- poor club administration
- the lack of suitable activities for their level of participation
- disregard to the University's Equal Opportunities policy

by contacting the vice-commodore. A response will be issued by the vice-commodore within 7 days. If the reply is unsatisfactory or no reply is received, then a written complaint should be made to the

University Sports Federation President. This procedure does not affect your rights to use the complaints procedure of the University Sports Federation Constitution.

13 Accident and emergency procedures

13.1 The procedures

All incidents, accidents, injuries and near misses will be recorded on the accident report form (<https://ouyc.co.uk/about/documentation/> or see Appendix F). This is sent to the vice commodore (or relevant rear commodore if the vice commodore is unavailable) as soon as possible after the incident, and no later than 24 hours afterwards. The vice commodore will report it to the Sportsfed SSO.

In the event of a serious incident (e.g. a fatality, a missing person, a hospitalisation, etc.) the University security services should be called as soon as possible on 01865 289999. Security services will then contact the SSO and any other interested parties such as the colleges of any students involved or the press & information office.

The SSO can be contacted directly on +44 780 683 388.

If the emergency services are required, they should be called on 999 and an official from the host venue informed.

When at sea distress calls can be issued using the appropriate GMDSS equipment.

13.2 Disclosure of information

In the event of a death or serious injury the following procedure must be adopted concerning the disclosure of information: cases have been reported where relatives have been contacted by the media rather than the police following serious accidents. Unofficial statements may also affect proceedings if any legal action results against the activity leader, or University officials. Therefore, in the event of a serious accident:

- Liaise with the emergency services as required. Let the emergency services have the name of casualty and any personal details. The police may also request the name and address of the next of kin which the activity leader should have.
- Do not make any statement to the media. Do not discuss any aspect of the incident with anyone who is not connected to the emergency services.
- Ensure that no member of the group makes a statement to the media.
- Contact the University Security Services on 01865 289999.

The University will require the casualty's name, College and Bodleian Card Number in order to access their records. A telephone number where the university can contact you will also be required.

14 Sailing opportunities outside of OUYC

Sailing opportunities are often found through word of mouth and information passing through the club. As a club we owe a duty of care to our members and are responsible for any events we endorse, meaning we must be careful when sharing details of opportunities not directly organised by the club. If an event is organised by a professional company (e.g. SunSail) it is likely that adequate health and safety regulations are in place, and we would have no problem endorsing the event. When advertising positions on private boats the situation is greyer.

Andy Hadcroft, a previous SportsFed ASO, has given the following advice to the club

"University or Club activities are recognized as being either one or more of the following:

- *Any Club activity which is being conducted under the name of University of Oxford*

- *Publicised at Club meetings.*
- *Funded in anyway by the University, Sports Federation or the Club. Require the use of equipment owned by the Club, University or Sports Federation.*
- *Requires group transport booked through the University.*

Publicising over an official club board or message service implies some sort of endorsement, although this is probably the greyest of areas: there would certainly be no problems informing people who you think may be interested, and the distinction between using a club email list, and an email sent to a group of club members, is a pretty fine one.

I would not wish to discourage a student gaining valuable experience – many undergraduates do not have the time and opportunity to gain the experience needed to make effective judgments in many higher-hazard activities. You certainly shouldn't feel inhibited about telling members - although anyone going should (of course) make sure that they feel happy that the skipper is well able to handle the proposed trip."

It is club policy not to publicise events, using email or its website, other than those it is organising. Should emails be sent using the Club mailing lists to advise of positions available on boats, it must be made clear that these are not OUYC events and thus, OUYC is not responsible for them. However, members are at liberty to use contacts that they have made within the club. Equally, members may, at their own discretion, speak to other members about opportunities that have come to their attention.

15 Declaration

As a Club member in an elected or appointed position, I agree to abide by and enforce the rules and requirements of the Club Constitution, Code of Conduct and any relevant risk assessments. I also confirm that I have read the Code of Conduct and know where to access a copy if required.

Position	Name	Signature
Vice Commodore	Fraser Goldsworth	<i>Fraser Goldsworth</i>
Rear Commodore (Dinghy)	Ollie Neville	<i>Oliver Neville</i>
Rear Commodore (Yachting)	John-Joseph Marie	<i>John-Joseph Marie</i>
Dinghy Treasurer	Lucy Greenwood	<i>Lucy Greenwood</i>
Yachting Treasurer	Abigail Lister	<i>Abigail Lister</i>
Captain of Racing	Helen Jones	<i>Julia Mellers</i>
	Julia Mellers	<i>Helen Jones</i>
Captain of Yachting	Rory Fleminger	<i>Rory Fleminger</i>
Web bosun & Women's Captain	Rachel Williams	<i>Rachel Williams</i>
Membership Secretary	Andrew Sturt	<i>Andrew Sturt</i>
Social Secretary	Matthew Barrett	<i>Matthew Barrett</i>
	Freddy Wood	<i>Freddy Wood</i>
Social Sailing Secretary	Ashi Banerjee	<i>Ashi Banerjee</i>
Bosun	Harry Cowell	Harry Cowell
Cruising Secretary	Ross Gales	Ross Gales
Keelboat Officer	Ellen Morley	<i>Ellen Morley</i>
Welfare Officer	Marlene Försterling	<i>Marlene Försterling</i>
Sponsorship Secretary	Fin Armstrong	<i>Fin Armstrong</i>
Covid Officer	Robert Temple	Robert Temple

Appendix A Yacht squad safety

This appendix details the safety procedures to be adopted by the yachting sections, in order to ensure trips are well planned and that crew and skipper understand the risks involved in the sport.

A.1 General overview

A.1.1 On joining the club

Upon joining the club or renewing their membership, members will fill in a membership form. This form asks the member for details of their next of kin, their personal details and details of any medical conditions that may affect their ability to participate in the sport. Responses to the form are to be held securely by the membership secretary, for one year. When filling in the form, members confirm they are aware of the risks involved in sailing and know where to find the club's risk assessments. They also confirm that they are happy for the contents of their membership form to be shared with activity leaders for the purpose of organising trips.

A.1.2 Before a trip

A trip registration form will be circulated to members at least three days before a trip. This will outline proposed activities and transportation plans. Members should outline their sailing experience in this form, to aid skippers in their appraisal of the trip (see SOLAS V).

All trip participants must be members of OUYC and have both paid their membership fee and filled in a membership form.

A.1.3 On a trip

Skippers will provide a full safety briefing upon joining the yacht and ensure that all crew members have filled in a membership form. The skipper will ensure they are aware of the sailing ability and any relevant medical conditions of participants. A template for a skippers briefing is provided in Appendix G

A.1.4 After a trip

In the case there is an injury, incident or near miss during a trip an incident form will be completed and submitted to the SSO. A template is given in Appendix F.

A.2 Trip planning

A.2.1 Yacht charter

When chartering, the club must be the chartering body (i.e. the charter must not be booked in an individual's name). If an individual charts they may be personally liable, and should have their own insurance.

Charter vessels must be MCA coded. Further details can be found at <http://www.mcga.gov.uk/c4mca/mcga-home.htm>. Talisman (a vessel on which the club often conducts training) is an MCA coded vessel.

The yacht's insurance policy will cover the skipper and everyone on the boat, in the result of the boat being damaged, or unseaworthy.

A.2.2 Crew selection & manning standards

When selecting a crew for a trip the priority is safety. Competitiveness is a secondary consideration.

A.2.2.1 Skipper

The skipper for an event will be designated by the yachting committee. The skipper is the activity leader and responsible for the crew.

As a minimum the skipper must hold the RYA Day Skipper certificate (or equivalent e.g. an International Certificate of Competence). An individual with this certificate will be able to skipper a small yacht in familiar waters by day. This is suitable for sailing in the Solent by day.

An individual should not be selected as skipper if they have not sailed with OUYC before and there is doubt about their sailing ability.

A.2.2.2 First mate and after guards

Each yacht shall have an after guard, which shall constitute, as a minimum of 2 other participants with the sailing ability equivalent to the RYA Competent Crew standard.

OUYC also has a responsibility to the skipper, to ensure that there are people on board who can look after him/her in the case of an emergency.

It is preferable that these people hold a certificate, but on submission of a sailing CV, experienced sailors without this certificate may be selected to fulfil the roles.

A.2.2.3 Racing

When racing at least two people on board must have prior racing experience. The skipper and helm must have a thorough understanding of the racing rules and in particular the “rules of the road”.

A.2.2.4 First aid

If possible someone on board should hold a valid first aid certificate. All charter boats come with a comprehensive first aid kit.

A.2.2.5 Crew abilities

To help assess individuals’ ability, all yacht squad members are asked to submit a sailing CV. These CVs are confidential, and are enhanced by comments added by outgoing CoY (Captain of Yachting) for the incoming CoY to see.

A.2.2.6 Novice participants

A novice is defined as “An inexperienced person; a person who is new to the circumstances in which he or she is placed; a beginner, a learner.” The OUYC Club owes an enhanced duty of care towards novices. Dinghy sailors participating in yachting activities for the first time may or may not be novices. It is important for novices to realize that they will not be receiving formal tuition, even if their skipper is qualified to do so. Formal teaching has increased responsibilities, so should not be undertaken by anyone who is not fully insured to do so.

A.3 Trips and equipment

A.3.1 Buoyancy

It is recommended that all members wear a 150N lifejacket at all times whilst underway. The wearing of lifejackets is compulsory in rough weather, fog, night or if the skipper deems them to be necessary.

A.3.2 Safety lines

Safety lines are to be used when sailing at night, in fog, in rough weather or if the skipper deems it to be necessary.

A.3.3 Clothing

Participants should wear clothing appropriate to the conditions, including waterproofs if necessary. They should take steps to avoid hypothermia, hyperthermia, dehydration, sun burn and sea sickness.

They will be briefed of these risks upon joining the vessel. The use of gloves and boots is recommended. The skipper may refuse to take a participant on the water if they are inadequately equipped.

A.3.4 Equipment

Participants are responsible for their own equipment. Equipment own or chartered by the club will be inspected by the skipper to ensure it is safe.

A.3.5 Weather conditions

The skipper must monitor weather conditions and ensure that they are appropriate for the crew they have on board.

Appendix B Membership and next of kin form

This form is now online at <https://ouyc.co.uk/about/membership/join-ouyc/>

Appendix C Yachting trip registration form

The following form should be completed by a committee member before any trip. It is acceptable for this information to be collected electronically.

The following should be completed by a member of the yachting committee when planning for a trip

Event Name				
Organiser		Phone No		
		email		
Destination				
Dates	Leaving date		Time	
	Returning date		Time	
Charter Company				
Itinerary				
Total No of Yachts		Total no of participant s		

Transport

Driver	Car Make	Car Reg
Minibus Hire – name and telephone		

Skipper and after guard

	Name / Phone number	Certificate or standard
Skipper (activity leader)		
1 st Mate		
2 nd Mate		
First Aider		

Trip participants

Name	Date of Birth	College / Next of Kin

To be completed by the Safety officer:

Approved: Y / N Date:

Signed:

Appendix D Crew registration and waiver of liability form

Before taking part in a trip, all members must actively agree to the following waiver of liability. They may do this digitally.

"In signing below I am fully aware and conscious of the actual and potential risks involved in engaging in active water sports and that I and my crew's physical safety could be endangered by the actions or in-actions of other competitors, the organisers and the race committee. The organisers encompass everyone helping to run the event. I further accept responsibility for the safe navigation of my boat and its crew who shall use their own judgement whether to start, continue or retire from a race in the existing or forecast conditions. To the extent permitted by law, I therefore understand and accept that Oxford University Yacht Club and their officers jointly and severally bear no responsibility for any loss, damage, injury or inconvenience to boats or persons howsoever arising during the racing or related activities (including training).

I also acknowledge that I am jointly responsible for any damage done to the boat, and in such a case will pay my share of the damages, up to the maximum £3000 damage deposit for boat. I have also received an appropriate safety briefing."

Appendix E Activity leaders

The following are approved as activity leaders

Name	RYA Dinghy Instructor	Powerboat 2	First Aid	Miles Logged	Yachting Qualifications	Red card: Minibus/MPV/Car
Fraser Goldsworth	Yes	Yes	Yes	1,625	Day Skipper Practical, VHF, STCW95, Yachtmaster theory	Minibus, MPV & car
Oliver Neville	Yes	Yes	No			
John-Joseph Marie						
Lucy Greenwood	Yes (and RYA Race Coach L2)	Yes	No			
Abigail Lister	Yes	Yes	Yes		Yachtmaster theory	

Helen Jones	No	Yes	No			
Julia Mellers	No	Yes	No			
Rory Fleminger						
Rachel Williams	No	Yes	No			
Andrew Sturt	No	Yes	Yes			
Matthew Barrett	Australian dinghy and racing instructor	Australian Safety Boat Operator (equ. to safety boat level 3)	Yes			
Freddy Wood	Yes	Yes	Yes			
Ashi Banerjee	No	No	No			
Henry Cowell	Yes	Yes	No			car
Ross Gales	No	No	Yes		Day-skipper practical, VHF, ICC	Car
Ellen Morley	Yes	Yes	No			
Marlene Forsterling	No	Yes	No			
Fin Armstrong	No	Yes	Yes			
Robert Temple	Yes (and RYA Safety Boat Officer)	Yes	Yes			

Appendix F Incident report form

The following incident report form should be completed following any accident, incident or near miss: <https://ouyc.co.uk/about/documentation/accident-report-form/>. This is automatically sent to the vice-commadore.

Appendix G Skipper's safety briefing

- 1) Responsibilities
 - a) Introduce yourself, first mate and second mate.
 - b) Explain how you are responsible for the vessel and crew and must listened to.
 - c) Explain that
 - i) Everyone should look out for each other and hazards (e.g. other boats)
 - ii) Any concerns should be brought to you (e.g. equipment failure, seasickness, cold, behaviour of other crew).
- 2) Fire risks
 - a) In the event of fire, we cannot just leave.
 - b) Explain rules regarding gas and fuel.
 - c) In the event of fire
 - i) Rouse the crew in any way possible.
 - ii) Fight the fire with fire blankets and extinguishers.
 - iii) Explain how to fight an engine fire.
 - iv) Explain how to put out a distress call.
 - v) Abandoning to the life raft may be necessary. This is up to the skipper and after gaurds.
- 3) Safety equipment
 - a) Lifeboats
 - i) Last resort only
 - ii) Only skipper or mates will launch
 - b) Lifejackets
 - i) Issue each crew with their own lifejacket
 - ii) Ensure they fit correctly
 - iii) Explain their operation
 - iv) Explain when they should be worn
 - (1) Encourage people to wear at all times when on deck
 - c) Lifeline and leash
 - i) Explain when to use
 - ii) Explain how to use
- 4) Man overboard procedure
 - a) Explain equipment available on boat
 - b) Go through procedure
 - i) Raise the alarm
 - ii) Dan-buoy
 - iii) Mark position
 - iv) Mayday
 - v) Start engine (watch for lines)
 - vi) Rest is down to skipper
- 5) Domestics
 - a) Use of heads
 - b) Sea cocks, hatches and stowage.
 - c) Electrics
 - d) Gas
 - i) What to do if you smell gas

- ii) Pumping of bilges
- e) Cooking and the wearing of salopettes
- 6) Other safety
 - a) Torches, toolkit and bolt cutters
 - b) First aid kit and first aiders
 - c) Flares
 - d) Grab bag and EPIRB
 - e) Anchor
 - f) Reefing
- 7) Crew duties
 - a) Watch keeping
 - b) Victualling
 - c) Food and drink preparation
 - d) Cleaning rota
- 8) Personal safety
 - a) Sunburn
 - b) Warmth
 - c) Sea-sickness
 - d) Water and dehydration

Appendix H Risk assessments

These are available from <http://ouyc.co.uk/club/documentation>

Appendix I Duty of care

“Individuals in any sport face a risk of injury as part of the normal participation in that sport. However, if a person has been injured because of another person’s negligence, and that negligence can be proved, they may seek financial compensation under civil law.”

Failure to make a written record by completing an incident report form (see appendix F), and show action has been taken, for example, reviewing the risk assessment, in the event of an accident etc. may be perceived as a failure of duty of care.

To establish that there has been negligence, three factors must exist:

1. A duty of care must be owed.
2. There must be a breach of that duty of care.
3. Actual damage must have resulted from that breach of duty of care.

“In law, a Duty of Care is owed by person who are so closely and directly affected by an individual’s acts that the individual ought reasonably to have had these people in contemplation as being affected, when directing his or her mind to the acts or omissions that are called into question.”

When considering the nature of a particular duty of care, the following factors ought to be considered:

1. The experience and expertise, or any other relevant characteristics, of the persons concerned, (e.g. greater care would be expected when dealing with a beginner than with an expert).
2. The dangers of the particular activity.
3. The risks of injury occurring.
4. The foresee ability of the particular accident occurring.
5. The suitability of the equipment or premises.

Activity Leaders must always be aware of their responsibilities.

Appendix J Social sailing briefing

A briefing covering the following items should be given before all social sailing activities.

1. Clothing should be appropriate to the weather. For example, at the early stages of Trinity term a wetsuit is recommended. If sailors do not have appropriate kit, they are not allowed on the water
2. Between September and April (due to Thames Water regulations) all water users are required to wear a wetsuit or dry-suit.
3. The boat park can be muddy and slippery at times, so extra care should be taken when moving round the site.
4. When moving boats lifting should be from the knees to minimise back injury.
5. It is important to be aware of surroundings when moving boats. For example: cars, other boats, and people moving around the site.
6. In warm weather, it is important to keep hydrated. It is recommended that participants take a drink out on the water.
7. Sun-cream and the risks of sunburn should be highlighted throughout the summer season.
8. Appropriate & secure footwear should be worn at all times.
9. All water users **MUST** wear a well-fitting buoyancy aid, which should be checked by those running the session. This must be worn at all times when beyond the reservoir main wall, including on the slipway & pontoon. This is due to safety requirements stipulated by Thames water.
10. Safety signals should be established before taking to the water. These should include how a sailor should attract attention to themselves in the event of an emergency and how someone running a session should indicate that all participants should return to the shore. Although these may vary depending on who is running the session they **MUST** be communicated clearly at the beginning of the session.
11. Participants should be reminded that in the event of a capsize it is important that everyone stays calm. If there are two people onboard the first step should be to check that your partner is okay. In order to right the boat, listen carefully to and follow the instructions of the squad members running the session. There should always be two people on the powerboat so that it can act as a safety boat if required.
12. The slipway at Farmoor is particularly slippery due to algae and general debris, and so care should be taken when launching and landing boats.
13. Potential risks of launching and landing depending on the wind direction should be communicated by the squad members running the session.

14. It should be ensured that all boats are rigged facing head to wind.
15. At all times participants should be aware of the potential for booms to swing & cause injury. Particular care should be taken due to the risk of head injuries.
16. Although the membership form asks for allergies and medical information, it is not possible under GDPR for this to be passed on to those running the session. Due to this it is VITAL that this is discussed in the briefing to find out anything (however small) that may affect the sailor on the water.
17. Before going out on the water, all participants should be asked about any injuries they may have, even if they don't believe that it will affect their sailing. (For example, a shoulder injury may be fine on the water, but if they need to be pulled out of the water this could have an effect).
18. It is important to make it clear that under no circumstances should fingers be placed near the centreboard socket, particularly when capsized or turtled (fully inverted), as this may drop unexpectedly.
19. In the event of adverse weather, the choice of whether to run the session ultimately lies with those running the session. However, it is up to each individual whether they go out on the water. Ultimately, they are responsible for themselves at all times.

Appendix K Social sailing email template

The below template should be used when arranging social sailing activities.

Hello!

Just a reminder that you are all signed up for the session tomorrow. I hope you have a brilliant time. Your session will be run by NAMES, feel free to ask them any questions or ask to get some racing going if you feel like it. Please wear or bring suitable sports kit (also suitable to the weather e.g. waterproofs, thermals) and we will sort you out with the rest (waterproof tops and bottoms can be provided). If you have any wet kit (wetsuits or drysuits) please also bring that. Sometimes we're a bit short on wetsuit shoes so if you have any spare old trainers that you don't mind getting wet, please bring those along.

You'll be meeting at 1250pm (for the 12.58 S1 bus) at the bus stop on George St outside GBK, and bring £4 for the fare. We aim to back in Oxford again at about 5-5.30.

All social sailors must please fill out the new form at <http://ouyc.co.uk/about/membership/join-ouyc/>, where you can also pay for your membership. Please remember that we cannot let you go on the water if you haven't filled out the online membership form and paid. Otherwise please bring the correct amount in cash or cheque (cheque payable to 'Oxford University Yacht Club Junior Members'), either £6 for a session or £15 for the term.

Enjoy your time sailing!

Appendix L Equipment loan contract

The following template should be used for all equipment loans, and signed by both parties.



OUYC Loan Contract - 2020

Definitions

Party A will refer to the University or body supplying and owning the items.

Party B will refer to the University or body receiving the items.

General Terms

Party A may terminate this contract at any point, providing Party B is given up to seventy-two (72) hours prior to the start of the contract duration.

Party A agrees to supply Party B with the items for the duration of the contract. Party B agrees to return the items to Party A on or before the contract termination date and time.

Party A will ensure the items are covered by appropriate comprehensive insurance for the duration of the contract. The insurance will cover use of the items at the location agreed between both parties. The insurance will cover use of the items for the purpose agreed between both parties. Use of the items by other parties (within the agreed scope of the contract) will be covered by Party A's insurance policy. Theft of the items will also be covered by Party A's insurance, providing Party B can prove to Party A that they have not been negligent in the storage or security of the items. In the case of theft situations requiring intervention of an insurer Party B agrees to pay the insurance policy excess.

Damage

Should any damage occur to the items within the duration of this contract, it is the responsibility of Party B to provide Party A with appropriate photographic evidence and a written statement from all parties involved: highlighting how the damage occurred and including contact details of any involved third parties. This must be supplied to Party A within 5 working days of the incident occurring.

Prior to the start of this contract, both parties will inspect the items and any existing damage or general wear and tear noted. At the point of contract termination, both parties will again inspect the items and determine any discrepancies between the current condition of the items and their condition prior to the start of the contract. Party B assumes all responsibility for any discrepancies between the conditions of the items that cannot be (in mutual agreement) attributed to general wear and tear.

Party B agrees to pay for any arising work or replacement parts up to a maximum of £400, on a per incident basis. Party A will provide up to 3 independent quotations (the number required to be specified by Party B) for replacement parts and arising work. Party B agrees that only the quoting suppliers will be used, and a supplier will be decided upon by mutual agreement between Party A and Party B. In the case of situations requiring intervention of an insurer, Party B agrees to pay any associated costs up to £400. Party B agrees to pay any outstanding amounts to Party A within thirty working days of the contract termination date.

It is the responsibility of Party B to ensure the items are fit for their intended purpose. Any concerns must be reported to Party A as a matter of urgency. Party A and its committee will not be held liable for any loss, damage, or personal injury as a result of using the items covered by this contract.

Duration

The contract is to last from the moment that Party B have access to the items in question until they are returned to the point of origin. Party A will set an end date by which time the items must be returned. In the case of Party B not returning the items in question, Party B agrees to pay £50 a day until the items are returned.

Party A:

Signed Date

Name in block capitals

Position

Party A's set end date

Party B:

Signed Date

Name in block capitals

Position

Appendix M Yachting man over board procedures

The procedures to be followed in the event of a man overboard are available here:

<https://ouyc.co.uk/wp-content/uploads/2019/06/ManOverboardAndRisks-2.pdf>